

HIMANSHU KOTHARI

FINANCE & ACCOUNTS PROFESSIONAL

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VALUE PROPOSITION

A Professional with 20+ years of experience delivering world class solution to the organization, focus on **Manufacturing, Service Industry, Hospitality Industry & IT Industry**, ensuring total organizational satisfaction driven by personal core values such as Ethical Business practice, Transparency & Integrity.

Delivered through thought leadership & innovation excellent inputs in formulating highly efficient Project strategies, remapping processes & developing systems

CORE COMPETENCIES

Financial Management
Debt Finance
Equity Funding
Financial Reporting, analysis & MIS
GAAP, IFRS, IND AS & IFC
General Ledger
Budgeting Compliance & Taxation
Account Receivables / Payables,
Reconciliations & Statutory
Statutory Audit & Tax Audit
Transfer Pricing
MSOD for Bank
USA Accounting

EDUCATION

MBA – Finance

Manomaniam Sundernar University

BCom

Mumbai University

Certification in Advanced Banking

Acton Educomp

IT COMPETENCIES

Operating System: Windows XP
Professional, Visual Basics (VB),
Power Point

Others: ERP Diamond, ERP XL
Webpro, Tally ERP, Microsoft ERP
Navison Software, Microsoft
Dynamics SL

Handled ERP Project from starting ie preparation of Chart of Accounts to till Finalization of BS & P & L and MIS as per business / management requirements

PERSONAL PROFILE

Languages known: English, Hindi,
Marathi, Gujarati

DOB: September 27, 1978

FREELANCE PROFESSIONAL – HOSPITALITY & GENERAL SERVICE INDUSTRY

ACCOUNTS AND FINANCE | DEC 19 TILL DATE

Handling USA Finance and Accounts day to day Operations- Budgeting & Variances Month End Close out, Monthly P&L & Balance Sheet, statutory Compliance, Managing debt & equity funding, Audit for different clients and corporates

- Supervised USA Accounting, prepared financial reports, Analysed financial data and monitored internal controls
- Managed and prepared income statements Participating in budgeting processes and financial transactions
- Streamlined accounting functions and operations and developed plans for financial growth as well as evaluated and managed risks.
- Coordinating audit processes
- Liasoned with Bankers & Financial Institution, State Comptroller, City Comptroller.
- Supervised full month end accounting cycle closing month end activities.
- Worked with various brands of Franchisee Hotels i.e. IHG, HYATT, Marriott, Hilton.
- Attended meeting with Chairman to discuss & develop business and strategic plan.
- Developed & registered Tax profiles for different segments with States in USA.
- Migration of ERP, from Preparation of Chart of Accounts to Go Live, created function for MIS Report, Dash Board report for Management

SHERATON AL KHALIDIYA HOTEL, (SUBAH HOTEL MANAGEMENT SERVICES LLC.) ABU DHABI

FINANCE CONTROLLER| JAN 17- NOV 19

Finance and Accounts day to day Operations- Debt Finance, Project Finance, Budgeting & Variances Monthly P&L & Balance Sheet, statutory Compliance like VAT and Tourism on monthly basis, Managing debt as well as equity funding

- Implemented all necessary control to safeguard the assets of the Hotel.
- Prepared and interpreted the financial statements and reports of the Hotel.
- Provided financial information to management as tools for maximizing profits and planning for the future, reports which stimulate management action.
- Maintained proper and complete records of the Hotel.
- Ensured the accounts, records, and transaction of the hotel are accurate and correct at all times.
- Compiled together with other department heads, budgets and forecasts covering all activities of the Hotel Compile treasury, Cash Flow forecasts for the business.
- Ensured that the established controls and procedures in respect of the controller's area of responsibility are being compiled with all times.
- Ensured that the Hotel's computer systems and their software are fully utilized, well safeguarded and properly maintained.
- Implemented future changes / addition to the electronic data processing systems of the Hotels.
- Ensured that the hotel complies with the established credit and collection procedures, with particular attention to front office, group and meetings /

- Gathered and presenting key data like MIS, Investment plan to the Board of Directors Ensuring that all financial controls for the division are met and adhered to at all times
- Prepared foreign remittance documents, and negotiation with banks for better conversion exchange rate.

NEXTENDERS INDIA PVT LTD | APR 16 – DEC 16

FINANCE MANAGER

Handled Botswana and Mauritius Accounting Dealing with State Govt for online bidding, Finance and Accounts day to day Operations- Budgeting & Variances Monthly P&L & Balance Sheet, statutory Compliance, handled finance and accounts of onsite projects at Mauritius & Botswana, Managing debt & equity funding, Audit

- Co-ordinated with accounts manager to strengthen key areas and target financial growth
- Gathered and presented key data like MIS, Investment plan to the Board of Directors
- Handled finance and accounts of onsite project at Mauritius and Botswana, e-procurement projects of the Company
- Prepared foreign remittance documents, and negotiation with banks for better conversion exchange rate, Financial data related to quarterly Board meeting
- Accounting system under VAT, scrutinized Proper classification/ grouping with appropriate chart of accounts suitable for VAT regime and also directing accounts team for preparing the VAT return to Tax Authority

MUSAFIRCOM INDIA PVT LTD (INDIA & IAE ACCOUNTING) | JUN 2015- APR -2016

FINANCE MANAGER

BSP Accounting & Reporting, IATA Compliances Finance and Accounts day to day Operations- Budgeting & Variances Monthly P&L & Balance Sheet, statutory Compliance, handled finance and accounts of UAE based offices Managing debt & equity funding,

- Incorporated the changes in the billing, accounting and other administrative procedures to comply VAT formalities, necessary guidance to accounts team
- Worked TDS and Service Tax liabilities and payment on due date
- Prepared & filed Quarterly E – TDS Returns, Service Tax Challans and Service Tax Returns
- Managed the complete planning and management activities for ensuring completion of various internal audits within the time and cost parameters; preparing audit programs, scope for audit and responsible for delegation of work to subordinates
- Evaluated internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations
- Provided recommendations on internal control and process improvement; delivering final presentation before Audit Committee Meetings
- Liasoned with Internal Auditor, Statutory Auditor & IFRS Auditor to complete the same

GITANJALI GEMS LTD (INDIA, UAE ACCOUNTING) |AUG 2011- MAY-2015

ASST MANAGER ACCOUNTS & TAXATION

Responsible for preparation of Balance sheet as per Schedule VI of Companies Act Revaluation of debtors, creditors and bank facilities, Computation of Tax liability of Company, Partnership firms and Directors, ETDS, MIS

- Maintenance of Books of Accounts in Tally 90 ERP & Diamond ERP Package
- Reviewed proper and timely deduction of TDS, Provident Fund & Professional tax & payment of the same within the specified time limit and bank reconciliation of all banks
- Prepared and submitted quarterly E – TDS Returns of Salary, Contract Charges, Job Work, & Consultancy
- Periodic Scrutiny of all ledgers & Finalization of Accounts
- Computation of tax liabilities and filing of annual returns of Individuals, Partnership Firms, Private Limited Companies
- Prepared Details of Block Assessments for Income Tax Dept to be submitted to Central Circle, Mumbai
- Prepared & verified Cash Flow Statements on day to day basis, analysis of the same, submission of the same to the management and monthly Profit & Loss Statements
- Prepared & Submitted Monthly Sales Report, Expenses Reports, MIS, Revaluation of Export Debtors, Import Creditors and Bank Facilities

HARESH P KOTHARI |JUN 2000- AUG-2011

ASST MANAGER ACCOUNTS & TAXATION

- Conducted routine audit of the company's functioning and reporting outcomes to the designated higher authorities.
- Special Assignments - manual preparation, special audit assigned by the clients, from time to time.
- Preparing documentation for audit observations and the conclusions derived.
- Handled entire financial and statutory compliance management functions related to various laws and statutes.
- Performed consolidation of subsidiaries and generated Profit & Loss Account, Balance Sheet and Notes to Accounts
- Prepared schedules and details as per accounting policies and ensured timely pay outs of bills
- Coordinated for timely completion of statutory and internal audits in compliance with corporate policy and guidelines